



How to Find and Register for OSD Training Classes Within MassAchieve

This Reference Guide:

Provides instructions on *How to Find and Register for OSD training classes within MassAchieve*. MassAchieve is the State's new Learning Management System (LMS).

NOTE: OSD training classes are delivered either virtually (live in-person webinars) or within a traditional in-person training room setting. The OSD COMMBUYS Training Room location for in-person classes is: 1 Ashburton Place, 10th floor, Suite 1017, Boston, MA 02108.

Executive Agency employees must utilize MassAchieve for OSD class registration as PACE is no longer available.

STEP	ACTION
1	Log in to MassAchieve. Go to: https://mass.csod.com
2	For MassPerform users, after logging into MyPath, Click on the MassAchieve Home link on the right side of the screen. Everyone else is automatically directed to the home page once logged in.
3	Click on the My LEARNER HOME button located at the top right quadrant of the page.
4	Type OSD into the search bar that displays Click on Search for Learning and press Enter .
5	The Search Results displays all available OSD training classes.
6	Click on the desired class name to access the details and complete your registration. Step 1: Use the View Details dropdown to choose the date/time. Select Request . You will receive an email from MassAchieve confirming your registration and the <i>GoToTraining</i> meeting link will be placed on your Outlook calendar. Step 2: Click on the GoToTraining link and enter your first and last name, email address, and organization (agency/department) to secure your seat in the class (for virtual sessions only).
7	You are now registered and ready to learn!